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**GEORGIA
SOUTHERN
UNIVERSITY**

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VOLUME 1, ISSUE 16

MAY 2013

From the CHRO's Nest:

The 2012/2013 academic year is behind us and the summer semester is now a few weeks out of the gate. Time does fly by quickly.

Many of our students are busy with classes and also working part-time on campus and around the Statesboro community. The Summer Student Job Fair, held over a month ago, was extremely successful with 407 students attending the fair and approximately 160 receiving jobs for the summer and many jobs for our 2013 Fall Semester. An additional summer fair was held for Eagle Dining Services: 275 attending and 215 students hired. Those departments that were represented at the fairs were able to interview and immediately hire student workers without having to advertise their positions on line.

The Department of Human Resources' Student Employment Center will host their annual pre-summer job fair again in April of 2014. This fair will allow our students to secure summer jobs early, remain on campus and enroll in classes before the Spring Semester is over. I would like to thank all the departments

that participated in this year's summer job fair. The 25-hour maximum rule is lifted for summer and thus students are allowed to work up to 40 hours each week. Overtime for students is still prohibited.

Effective July 1, 2013, the employer contribution to Teacher Retirement System (TRS) participants will be increased from 11.41 to 12.28%. Employees will continue to contribute 6% to their TRS account. On July 1, 2014, the employer contribution will again increase to 13.15%. Great news!! Unfortunately, no changes are anticipated for employees contributing to the Optional Retirement Plan (TIAA-CREF, Fidelity, or Valic). ORP members will continue to contribute 6% and the University will contribute 12.42%.

In the next few weeks HR will begin a year-long project of scanning all their paper personnel files, benefit files, employee relations files and retiree files. Our goal is to go paperless and make it more convenient to access the million(s) of paper documents stored in our department.

We will unveil in August of 2013 our PeopleAdmin upgrade from 5.2 to 7.0. This upgrade will affect the applicant tracking system, performance evaluation system, position management system and will ease the process for all end-users on campus.

I'm also pleased to announce our new partnership with Graystone Advertising. When any department on campus wishes to advertise a position, Graystone, without charge, will assist the department with the ad and place the information with specific online media, journals, The Chronicle, etc. Our association with Graystone will provide cost savings to the department/University and standardize the GSU branding image.

HR wishes to welcome our new Vice President for Business and Finance, Mr. Rob Whitaker. We are looking forward to his leadership.

Best wishes for the summer term.

Paul Michaud, Associate VP for Human Resources

Recruiting a Diverse Applicant Pool

Hiring managers are encouraged to use advertising outlets that have the capacity to produce not only the highest caliber applicant pool, but a diversified group as well. Georgia Southern University has contracted with Graystone Group Advertising to post its recruitment with diversified media. Some of the most popular outlets Graystone has provided include the following publications with online job posting options:

Diverse Issues in Higher Education, a bi-weekly publication; *The Journal of Blacks in Higher Education*, published quarterly; *Hispanic Outlook in Higher Education*, a bi-weekly publication; *Voice of Hispanics in Higher Education*, monthly; *Women in Higher Education*, monthly; *American Association of University Women*, prints twice annually; *INSIGHT to Diversity*, formerly the Affirmative Action Register offers broad coverage.

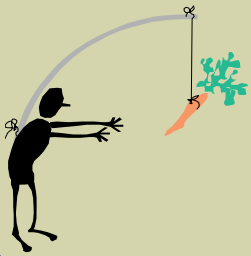
We encourage hiring departments to think diversity – race, gender, disability, age, religion, sexual orientation – when going about recruitment efforts. Contact Nancy Whitfield at (912)478-0628 with questions or concerns to recruitment.

What Keeps You Coming Back for More?

Aside from compensation and benefits, what motivates you to stay in your current position or with your current employer?

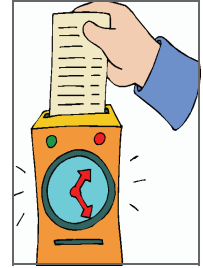
1. A good manager you enjoy working for
2. Feeling appreciated by my supervisor/ employer
3. The opportunity to advance my career
4. A promotion or new title
5. Liking and respecting co-workers
6. Recognition for my accomplishments
7. Opportunity to learn and develop skills

(Based on a survey by Workforce.com.)



Student Work Hours Audit

The Student Employment Center conducts audits of all institutional student work hours. According to University policy, each student employee may not work more than twenty-five (25) hours per week during the academic term. During the summer session and when classes are not in session, students are allowed to work forty (40) hours per week. If your student employee has another job on campus, he/she is limited to 25 hours per week during the academic term and 40 hours per week in the summer between both jobs. Be sure you monitor your student employees' hours and ensure they do not go over the allotted hours for the time period. If your student employee has another on-campus job, please speak with the other hiring manager so there is a mutual agreement concerning the assigned work hours for both departments. If you have any questions or concerns please contact Rieshawn Williams in the Student Employment Center at (912)478-7158.



Summer Student Employment Notes

With the summer semester beginning, the concern of retaining student employees comes to light. Does my student need to take classes in order to continue working in a student position? The answer is, "It depends." For an institutional student position, the student employee doesn't have to take summer courses if he/she was enrolled in at least six (6) credit hours for the Spring 2013 Semester or is enrolled in at least six (6) credit hours for the Fall 2013 Semester. If the student employee has graduated and will not be enrolled in summer school, then he/she must be terminated from the student position. Note that you may hire the individual into a temporary position since he/she is no longer eligible to work in a student position. Please contact Kyle Herman in the Student Employment Center at (912)478-7159 if you have any questions.

Eagle Dining Career Fair is a Success

On April 23, 2013, the Student Employment Center hosted the inaugural Eagle Dining Services Job Fair. This event provided an opportunity for all units within Eagle Dining Services to interview, hire, and onboard interested students into student assistant positions for the Summer and Fall Semesters. Approximately 275 students visited the two hour job fair, and 215 students accepted employment with Eagle Dining Services. Attending students expressed gratitude for an opportunity to gain on-campus employment. The Student Employment Center would like to thank Sharon Singleton, Jeff Yawn, and the entire Eagle Dining Services Team whose help made this event so successful. Student-centered events such as job fairs confirm our institution's commitment to provide meaningful employment experiences for students.



The 10 Commandments of New Employee Onboarding

Often times onboarding is categorized as an employee's appointment with a Human Resources representative to complete all the necessary paperwork for payroll and benefits purposes. Indeed that is a part of the process, but onboarding is much more. It is a process where the employee is orientated into his/her new position. Effective onboarding helps the new employee understand their role in the department and organization. Below are a few helpful hints for a successful onboarding:

1. Thou shalt not bear false witness against thy employee.

It's nothing more distressing to a new employee than to discover the job they interviewed for is not the actual job they will be performing. This will create distrust between the new employee and management. The manager should have a clear understanding of the position's responsibilities and communicate it throughout the interview process as well as the employee's first day of employment.

2. Thou shalt give a written plan of employee objectives and responsibilities.

A written plan of the employee's job description and expectations will assist with eliminating any future confusion. Also, this will allow for any open discussion of concerns.

3. Thou shalt give thy employee thy undivided attention.

It is important when orientating that the manager eliminate any potential distractions such as phone calls and visitors. Allot appropriate time and let others know you are not to be interrupted. This will send a positive message to the new employee that it's important he/she onboard into the position successfully.

4. Thou shalt have relevant paperwork ready.

If there are any additional forms to be completed by the employee, be sure to have them ready on the first day of work (email, software accounts, etc.)

5. Thou shalt introduce thy employee to thy neighbors.

Inform all current staff of the new employee's arrival and schedule time for introductions. It's a good idea to appoint a mentor for the employee as a go to person for questions. If the position will call for continuous communication with others to complete the essential job duties, then set aside time for the employee to observe and discuss future interactions.

6. Thou shalt set up thy employee's workstation.

Prior to the employee's arrival, identify a workstation. Ensure the workspace is clean and ready for use. Also, provide a copy of organization chart, staff list, and telephone list.

7. Thou shalt schedule one-on-one time.

Scheduling one-on-one time allows continuous communication between the employee and management. Also, it's an opportunity to provide feedback. It's suggested the one-on-one's are scheduled in advance before the annual evaluation, potentially, 30, 60, or 90 days after employment.

8. Thou shalt create a balance.

First day of work can be challenging. Arranging time for a small gathering or treating the employee to lunch will provide some levity.

9. Thou shalt clarify the company culture.

Again, to eliminate confusion provide the employee with company policies (dress code, late policies etc.),

10. Thou shalt think beyond the first few days.

It is important for management to provide the employee with feedback. Schedule a time and inform the employee you will be providing feedback about their performance. Use this time to communicate strengths as well as areas that need improving. Also, during this time allow the employee to provide feedback. Again, this will send a positive message to the employee of confidence of success in this new role.

All hiring managers receive a checklist with Offer Letter Packets that will aid in the onboarding process. The checklist includes these "Commandments."

For additional information about New Employee Onboarding, contact the Department of Human Resources at (912)478-5468.

A Token of Appreciation!

According to a survey of 4,000 US workers, when asked to identify one perk that would improve employee retention, the top five responses were:

1. Half-day Fridays
2. On-site Fitness Center
3. Ability to Wear Jeans
4. Catered Lunches
5. Performance Rewards (such as a round of golf or spa visit)

(Source: CareerBuilder, Chicago)



To Be or Not to Be (Exempt)? That is the Question.

Karol had never been happier in a job. Upon resigning from the last position, which left her confused about her responsibilities, she applied to be an Administrative Assistant reporting directly to the Director of an advertising firm. It would be a nice, easy job to have while she completed her four-year degree. She was welcomed into the firm and treated like part of the family – she was given her own office and clear expectations of her very vital role in the office. One month later, Karol had settled in to her position and was respected throughout the office for her professionalism and expertise. She even supervised one full time Office Assistant, one part time Receptionist, and one part time Accounting Assistant, whom she selected and hired during her second week on the job. She added the scheduling and approving of their time and evaluations to her growing list of responsibilities. In addition to her clerical and administrative duties, she found that the accounting and financial areas in the firm had shifted in her direction and she soon realized that her Associate's degree in accounting really came in handy. When she realized that there had never been a system for budgetary requests, Karol set up a process for financial transactions and created an office policy that was approved by the Director and given to all firm employees. Her Director started inviting her to meetings, and soon Karol was given the floor to speak on the firm's budgetary processes and even put in charge of approving all spending requests. Karol grew to love her job, even with its long hours and sometimes late evenings; but one day she was doing some research for one of the executives and came across an article online about coverage under the FLSA. Karol began to wonder if her position should be an exempt position, according to the overtime rules.

Although inspired in part by a true incident, the preceding story is fictional and does not depict any actual person or event.

Most jobs are governed by the Fair Labor Standards Act (FLSA). This is a federal labor law of general and nationwide application, including overtime, minimum wages, child labor protections, and the equal pay act. Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. Most employees covered by the FLSA are nonexempt. Some are not. Whether an employee is exempt or nonexempt depends on (a) how much they are paid, (b) how they are paid, and (c) what kind of work they do. With few exceptions, to be exempt an employee must (a) be paid at least \$23,600 per year (\$455 per week), and (b) be paid on a salary basis, and also (c) perform exempt job duties. These requirements are outlined in the FLSA Regulations. Most employees must meet all three "tests" to be exempt:

- Any employee paid less than \$23,600 per year (\$455 per week) is nonexempt.
- An employee is paid on a salary basis if s/he has a "guaranteed minimum" amount of money s/he can count on receiving for any work week in which s/he performs "any" work. Whether an employee is paid on a salary basis is not affected by whether pay is expressed in hourly, but whether the employee in fact has a "guaranteed minimum" amount of pay s/he can count on.
- An employee who meets the salary level tests and also the salary basis tests is exempt only if s/he also performs exempt job duties. These FLSA exemptions are limited to employees who perform relatively high-level work. Whether the duties of a particular job qualify as exempt depends on what they are. Job titles or position descriptions are of limited usefulness in this determination. (A secretary is still a secretary even if s/he is called an "administrative assistant," and the chief executive officer is still the CEO even if s/he is called a janitor.) It is the actual job tasks that must be evaluated, along with how the particular job tasks "fit" into the employer's overall operations.

Karol did not want to get her Director into trouble, or even make it seem that she was unhappy with her job in any way. However, she felt that she should make an appointment with Human Resources to ask for clarification and advice. If she was classified incorrectly, the firm could get into trouble if an audit was ever performed. She had taken quite a bit of overtime lately in order to complete her work, and although it was approved, she still wanted to be sure she was doing the right thing.

Do you or your supervisor have questions about your job duties and FLSA status? For clarification, contact the Office of Compensation & Classification at 478-5374, or fernillidge@georgiasouthern.edu.

Resources used: Coverage under the FLSA (flsa.com); Law & Order (disclaimer)

Blue Cross-Blue Shield Mobile App

The Blue Cross-Blue Shield (BCBS) mobile app is available on iPhones and Android smartphones. Through this app, you can:

- Find a doctor
- Get to an urgent care center fast with maps and driving directions
- Locate a hospital or emergency room
- Access your BCBS ID card on your phone



Using the BCBS mobile app can help make managing your health care easier.

1. Go to the app store on your smartphone or mobile device.
2. Search for Blue Cross and Blue Shield of Georgia.
3. Select the app. Start the free download.

To use the mobile app, you must be registered on our secure member site. If you are a BCBS of Georgia member but have not registered for access to the secure member website, go to bcbsga.com from your computer and click Register Now.

For questions, please refer to the number on the back of your insurance card.

Tuition Assistance Program

The Tuition Assistance Program (TAP) will waive tuition for employees enrolled in classes at USG institutions. This program waives the cost of up to nine (9) credit hours per semester. (This covers tuition & fees, not books or course materials). Per the Board Policy, TAP participants may enroll in distance learning and web-based courses offered by the University System of Georgia. If these tuition costs are greater than the normal tuition, the employee will be responsible for paying the remainder of the tuition costs.

This program is available to full-time benefits-eligible employees who have been employed by the University for a minimum of six months prior to the TAP application deadline.

The University System of Georgia TAP application deadlines will apply to all USG institutions: (If any of these dates fall on a holiday or weekend, the application deadline will be the last business day prior to the dates identified.)

- Fall Semester—July 15
- Spring Semester—November 15
- Summer Semester—April 15

Please send all Professional/Staff TAP applications to Sara Jo Britt at P.O. Box 8104. All Faculty TAP applications should be submitted to Lavada Sykora, P.O. Box 8022.

Personnel Action Form Training

The Personnel Action Form Training course will provide detailed instructions for completing a PAF. This course will cover: understanding the PAF process, completing a PAF, the different types of employee actions, and understanding the budget data.

The training sessions will take place in the Human Resources Training Room from 9:30 am to 11:00 am on the following dates:

- June 12
- July 17
- August 21
- September 11
- October 16
- November 13
- December 11



Please sign up at training.georgiasouthern.edu.

Don't Forget PeopleMap!

Peoplemap is designed to develop your "people" skills. These skills apply to all areas of your life. This fun, simple and easy-to-use program gives you a "map" that creates effective relationships, helps you solve conflict and work with others to reach your goals. The goal of Peoplemap is to help you better understand yourself and others.

Georgia Southern now has six certified Peoplemap trainers. These trainers develop your employees in two ways: 1. Building better working relationships at all levels of the organization as well as 2. Helping people become their best so they maximize their potential.

The Peoplemap Personality training is high content, easy to understand, and immediately useable in the workplace and at home. The workshop learning environment is fun, highly interactive, practical and down to earth. There is no fancy jargon, — just simple, straightforward tools and skills that work day in and day out in all areas of life. In this program each person learns their own and others' Peoplemap Personality Type. There are four core personality types: Leader, People, Free Spirit, and Task. Each type has three in-born strengths, as well as a "weak spot" that we refer to as the Achilles Heel. When understood, the Achilles Heel can be turned into a "learned" strength. Therefore, each personality type has specific areas the employee will need to address in their own growth and development, in order to perform at their highest level.

The Department of Human Resources, Marketing, Facilities Services, and Eagle Dining have participated in our interactive PeopleMap training workshops. These were great team building experiences. We are ready to facilitate for your department as well! If you would like to offer this workshop for your department or simply want to learn more about this program, please contact Ale Kennedy at alekennedy@georgiasouthern.edu.

Coming Up.....



The Eagle Experience

A series for new Georgia Southern employees!

Welcome to your new career at Georgia Southern University!
The Eagle Experience is a four-session series intended to help familiarize new employees with campus and everything it has to offer. Sessions will be:

June 5
June 12
June 20
June 27

Sessions will include:

- ♦ HR Policies and Procedures
- ♦ Campus Tour
- ♦ RAC and Wellness Center Tour
- ♦ Library Tour
- ♦ Training Resources
- ♦ Google Applications
- ♦ ADP
- ♦ Wildlife Center Tour

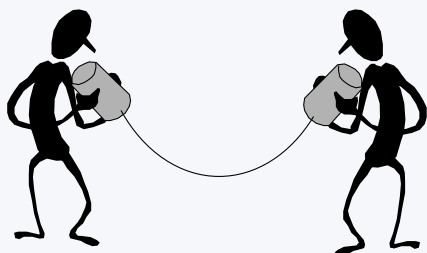
To view session times or sign up, please visit training.georgiasouthern.edu.

Communication Series

Come join us for the Communication Series. This is a four week certificate series that is intended to enrich communication skills and help develop new communication techniques. The courses are as follows:

- ♦ **July 9 Business Communication**
- ♦ **July 16 Assertive Communication**
- ♦ **July 23 Written Communication**
- ♦ **July 30 Presentation Skills**

The series will be held in Room 1308 of the Library at 8:30am. Please sign up at training.georgiasouthern.edu.



Basic Computer Skills



Do you have trouble with basic tasks in Word, Excel, or PowerPoint?



This course is for you! We will cover the basics of adding an image or editing a document, using basic formulas and tools in Excel, and customizing a PowerPoint presentation. Come with your questions ready to the HR Training Room at 9:00 am on June 10.

Please sign up at training.georgiasouthern.edu.



Dealing with Difficult People

As pressures in the workplace increase, many professionals are finding it more common to come into contact with difficult people. This course will help you realize your personal communication style as well as introduce difficult personality styles and the techniques to use when dealing with them.

*This course will be in Room 1308 of the Library at 8:30 am on June 24.

To sign up, visit training.georgiasouthern.edu.



Congratulations!

Congratulations go out to those that completed all six sessions of the Administrative Professional Series this Spring. **Theresa Hackle, Kim McBride, Haley Rushing, and Laura Wilson** all received certificates after completing sessions covering:

1. Professionalism
2. Business Writing
3. ADP and Employee Relations
4. PeopleAdmin and Employment
5. Business Objects and Travel Expense Reports
6. Procurement and Google Apps.



Get hours and get rewards! It's that easy!

Earn professional development hours and get rewarded! **Complete any three out of the five listed courses and get a 4GB jump-drive for free.** The courses to choose from are:

1. Basic Presentation Skills: Delivering a Presentation
2. Managing Change: Understanding Change
3. The Voice of Leadership: Inspirational Leadership
4. Overcoming Barriers to Decisiveness
5. Elements of a Cohesive Team

These courses can be found in HR's Promotional Courses folder in the Building a Better U Catalog. Please complete these courses between May 27 and July 12.

**For questions or to claim your reward, you can reach Jeff Laws at 478-7120 or jlaws@georgiasouthern.edu.*



Required Annual Compliance

Training is Coming Soon!



DEPARTMENT OF
HUMAN RESOURCES

Please note that Georgia Southern's annual compliance training is approaching. An email will be sent with additional information. We thank you for your cooperation and future completions.



We would like to spotlight our newest Eagle Perk vendor, Sit & Sleep.

They are offering all Georgia Southern faculty and staff a 20% discount on mattress sets, sheet sets, pillows, and mattress protectors. See what they have to offer at 860 Buckhead Drive, Suite A2 (next to Pizza Hut on 301 Bypass), and present your faculty/staff ID to receive the discount.



University Wellness



Upcoming Programs....

5/30—FREE cholesterol & blood glucose testing

5/31—FREE cholesterol & blood glucose testing

6/28—FREE cholesterol & blood glucose testing

***All Dates: 7-9am or 11am-1pm @ Nursing Outreach Clinic in Nursing/Chemistry Bldg**

DO YOU *KNOW YOUR NUMBERS*?

If I were to ask you what your cholesterol or blood pressure is, would you know. The Center for Disease Control says that 14 million people are unaware they have high blood pressure. The only way to obtain early detection of health diseases such as diabetes, heart disease, and hypertension is to have regular testing. There are many benefits to regular cholesterol, blood glucose, and blood pressure testing including: money saved, prevention of further illness, decreased loss of days at work, and stress relief among many others. The University Wellness Program and the School of Nursing have teamed up to offer free screening on May 30, 31, & June 28 as a part of the Know Your Numbers program. The screening includes cholesterol, blood glucose, blood pressure, body composition, waist circumference, pulse, height, and weight. You are also given the opportunity to complete a health risk assessment documenting the results. Each participant will be entered in a drawing for a FREE year RAC membership or a \$100 VISA Gift Card.



Thank you for shopping at the Campus Farmer's Market! While the farmer's market is not on campus right now, there are still many ways you can get your fresh and local produce. Visit the Statesboro Main Street Farmer's Market on Saturdays 9am-12:30pm behind the downtown Sea Island Bank on East Main St. You can even order ONLINE at statesboromarket2go.com. If you order online, you can pick up your order at the RAC Pavilion or Sugar Magnolia Bakery on Thursdays 4:30-6:30pm. Take advantage of this wonderful opportunity!

Like "WellnessGSU" on facebook!

Visit us at recreation.georgiasouthern.edu/wellness/.